



CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

TUESDAY, JUNE 6

Planning Commission

City Hall, Commission Chamber, 516 E. Grand Ave., 5:30 p.m.

NEW CITY OFFICES HOURS OF OPERATION

City Hall offices, located at 516 E. Grand Avenue, have changed hours of operations. City Hall is now open Monday thru Thursday from 7:30 a.m. to 5:30 p.m. and on Friday from 7:30 a.m. to 11:30 a.m.

The offices of the City Attorney, City Manager, Development Services, Environmental Services, Fire Administration, Finance, Grants Administration, Public Works and Technology Services is closed for lunch from 12:00 p.m. to 1:00 p.m. Utility Billing, Human Resources and the City Clerk's Office will be open during the lunch hour.

To coincide with City Hall's new hours of operation, Municipal Court and Police Records, both located at 200 E. Oklahoma Avenue, have changed hours of operation to Monday thru Thursday from 7:30 a.m. to 5:30 p.m. and on Friday from 7:30 a.m. to 11:30 a.m.

As always, the Ponca City Utility Authority payment drop box is available on the east side of City Hall, Ponca City Utility Authority emergency utility assistance is available by calling 580-767-0405, and Ponca City Broadband helpdesk is available by calling 580-718-5074.

EMERGENCY MANAGEMENT NEWS

Ponca City Emergency Management

PONCA CITY NOTIFICATION SYSTEM NOW AVAILABLE FOR RESIDENTS

Ponca City residents with a cell phone, landline phone, or email address can now enroll in the *Ponca City Notification System*. The *Ponca City Notification System* provides notifications at no cost to those that complete the simple online registration. Once registration is complete, users will immediately be able to receive notifications. There is no waiting period.

Notifications are available as text messages, phone calls or emails. Residents may select one or all methods. Those suffering with hearing loss may choose to receive “text” notifications, while those with vision challenges may choose “voice” notifications.

Weather notifications are sent directly from the National Oceanic and Atmospheric Administration and the National Weather Service. Notifications from the City of Ponca City regarding power outages, water outages, road closures, and other alerts will soon be provided.

For more information and a list of frequently asked questions, please go to:
www.poncacityok.gov/pcnotification-registration or email em@poncacityok.gov

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, JUNE 5

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, JUNE 6

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, JUNE 7

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

PARKS AND RECREATION NEWS
Ponca City Senior Center

MONDAY, JUNE 5

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Afternoon Games, 12:30 p.m.

Bingo Night, 5:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Breakfast

TUESDAY, JUNE 6

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Walk-Ponca Lake, 9:15 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 pm.

Senior Diner, 11:30 a.m., \$4.00, Fish Sandwich

WEDNESDAY, JUNE 7

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Lunch-n-Learn, Hospice of North Central Oklahoma-Grief, 10:45 a.m.

Pitch and Bridge, 12:30 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Beef Enchiladas

THURSDAY, JUNE 8

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Row at a Time, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$4.00, Chicken Spaghetti

FRIDAY, JUNE 9

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Bunco, 12:15 p.m.

Afternoon Games, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, BBQ Sandwich

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

AMBUC AND WENTZ POOLS OPEN JUNE 1

AMBUC Pool and Wentz Pool will open Thursday, June 1, 2023 for the summer.

Both pools are open daily 1:00 p.m. to 7:00 p.m. with AMBUC Pool closed on Wednesdays and Wentz Pool closed on Mondays for maintenance.

Admission to either pool is \$1.00 for youth 12 and under and \$2.00 for individuals 13 and older. Children 12 and under must have a person 16 or older accompany them. RecPlex members get free entrance to both pools with their scan cards.

KAYAK RENTAL KIOSK AT LAKE PONCA

A self-serve kayak rental kiosk is available at Lake Ponca, located south of the swim beach on Checkstand Road.

Rent.fun, the vendor responsible for the installation, service, and maintenance of the kiosk, kayaks, and associated equipment, makes renting available via their smartphone application, seven days a week, from dawn to dusk, during the rental season.

Renters can select from one of four kayaks, by scanning an individual compartment of the kiosk and completing the steps on the smartphone application. Each rental includes a paddle and required personal flotation device. Once renters have finished their time on the water, they simply return equipment and finalize their rental at the kiosk.

For further information regarding the new self-serve kayak kiosks or to get information about Parks and Recreation's beautiful guided kayak tours or special event/group kayak rentals, please contact the Ponca City RecPlex at 580-767-0430.

DODGEBALL LEAGUE

- Get your friends together for a 4 v 4 Dodgeball team!
- On Sundays, June 4 thru July 9, at the RecPlex Trampoline Court.
- For ages 12 and older, the cost is \$40.00 per team.
- Register online thru June 1 at: www.poncacityok.gov/parksandrec-registration

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have 4-week sessions of Taekwondo classes.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m.
 - Session 3: June 6 thru June 29 (Registration deadline is June 3)
 - Session 4: July 10 thru August 3 (Registration deadline is July 7)
- For ages 7 and older. The cost is \$75.00 per session.
- Register online at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and of course lots of fun in the facility. The kids will wind down with a “popcorn bar” full of treats to snack on while they watch a fun movie.
- Saturday, June 16, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru June 16 at: www.poncacityok.gov/parksandrec-registration

PAINT NIGHT AT THE RECplex

- Paint Night at the RecPlex will help you tap into your creative side to relax and have fun.
- The class is June 18 at 5:30 p.m. in the RecPlex Art Studio.
- For ages 12 and older. The cost is \$35.00 per class.
- Register online by June 15 at: www.poncacityok.gov/parksandrec-registration

KAYAK SUNRISE TOURS

- Take a tour of beautiful Lake Ponca at sunrise. The kayak and the life jacket will be provided, just bring something to drink and your love of the outdoors!
- Tour dates are Thursdays, June 15 thru July 6, from 5:45 a.m. to 7:45 a.m., at the Kayak Barn at Lake Ponca.
- For ages 12 and older. The cost is \$30.00 per tour. **FREE TO SENIORS 50+**
- Register online at: www.poncacityok.gov/parksandrec-registration

SWIMMING LESSONS AT AMBUC POOL

- American Red Cross Swim Lesson at Ambuc Pool are conducted by certified instructors and adapted for swimmers with little to no water experience as well as more advanced swimmers.
- The June Session is Monday thru Thursday, June 19 thru June 29. Register by June 16.
 - class times: 9:00 a.m., 9:45 a.m., or 10:30 a.m. at AMBUC pool.
- The July Session is Monday thru Thursday July 10 thru July 20. Register by July 7.
 - class times: 9:00 a.m., 9:45 a.m., or 10:30 a.m. at AMBUC pool.
- For ages 3 to 13 years old. The cost is \$55.00. Member price is \$35.00
- Register online at: www.poncacityok.gov/parksandrec-registration

YOUTH BASKETBALL CAMP

- Coaches and players from the high school will put campers through a series of drills and competitions to improve fundamental skills. Registrants will receive a free t-shirt.
- The camp is June 26 thru June 28 from 1:00 p.m. to 2:30 p.m. at the RecPlex.
- For 3rd thru 7th grade age participants. The cost is \$55.00 per participant. Member price \$35.00
- Register online thru June 21 at: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

YOUTH TENNIS CAMP

- These 4-day summer camps are during the month of July for ages 5-17. Each session will put campers through a series of drills and competitions to help improve their fundamental skills. Registrants can sign up for multiple camps for additional training. Registrants will receive a free t-shirt.
- The camps are Monday thru Thursday at the Wally Smith Tennis Center.
- For ages 5 thru 17. The cost is \$40.00 per participant for each camp.
- Register online at: www.poncacityok.gov/parksandrec-registration

Age Group:	5-6 years	7-12 years	13-17 years
Session Times:	9:00-9:45 a.m.	10:00-10:45 a.m.	11:00-11:45 a.m.
Camp Dates:	July 10-13	July 10-13	July 10-13
	July 17-20	July 17-20	July 17-20
	July 24-27	July 24-27	July 24-27

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

LIBRARY NEWS

Ponca City Library

TUESDAY, JUNE 6

Friendship Bracelets, 2:00-4:00 p.m.

Game Night, 6:00-8:00 p.m. (All ages)

Teen Tuesdays, 2:00-4:00 p.m., at War Memorial Park

WEDNESDAY, JUNE 7

Special Storytime, Ages 0-4: 10:30 a.m., at LA Cann Garden

Special Storytime, Ages 3-8: 4:00 p.m., at LA Cann Garden

THURSDAY, JUNE 8

Storytelling with Fran Stallings, 3:00 and 6:00 p.m.

Let's Talk About It, 6:00-8:00 p.m., pre-registration required

FRIDAY, JUNE 9

Friday Fun Movies, *Inside Out*, 1:00 p.m., *Ferngully*, 3:00 p.m.

SATURDAY, JUNE 10

Kid's Rodeo on the Lawn, 10:00 a.m. – 12:00 p.m.

Dungeon's & Dragons, 2:30-4:30 p.m.

Contact: Holly LaBossiere, Library Director, 580-767-0345

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT - Basic \$50.00 biweekly (\$1,300.00 annually)
- EMT - Intermediate \$75.00 biweekly (\$1,950.00 annually)
- EMT - Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$22.33 HR NON-CLEET certified (\$46,446.40 Annually)
\$23.22 HR CLEET certified (\$48,297.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ASSISTANT CITY ENGINEER

Salary: \$65,000-\$76,000 ANNUALLY DOQ Open until filled 2023-04

GENERAL JOB DESCRIPTION:

To assist in the oversight of the activities and operations of the Engineering Division of the Department of Development Services; to analyze, design, prepare contract documents and perform construction oversight for various projects in the complex and difficult work of engineering practice; to provide responsible and complex administrative support to and under the direction of the City Engineer. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including providing complex technical and administrative assistance to the City Engineer and supervising the work of consulting engineers and construction contractors.

CART BARN ATTENDANT – LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-14

GENERAL JOB DESCRIPTION:

This position waits on the public for all golfing needs, maintains the pro shop, front entrance, golf carts, and the cart barn area at Lew Wentz Golf Course.

CENTRAL OFFICE TECHNICIAN - BROADBAND

Salary: \$26.00-\$30.00 HR Open until filled 2023-30

GENERAL JOB DESCRIPTION:

Oversees the activities that effect the operations of the Central Office facilities including installing, maintaining, and testing al the Central Office facilities, fiber transport and distribution cicuits, subscriber FTTH (last mile and in-home), and all associated equipment.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$17.53 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

CONCESSION/CASHIER & GATE ATTENDANT WENTZ & AMBUC POOLS – PART-TIME - SEASONAL

Salary: \$10.00 HR Open until filled 2023-12

GENERAL JOB DESCRIPTION:

The duties of concessions and cashier employees are waiting on the public for food, drinks and swimming tickets.

CONCESSION/CASHIER PERSONNEL LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-15

GENERAL JOB DESCRIPTION:

To wait on the public for food and drink and maintain the concession area at Wentz Golf Course.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

GIFT SHOP ATTENDANT – MARLAND MANSION – PART-TIME

Salary: \$11.00 HR Open until filled 2023-29

GENERAL JOB DESCRIPTION:

To greet and assist visitors entering the museum including working the gift shop; and to perform a variety of tasks relative to assigned area of responsibility.

JAILER – POLICE DEPARTMENT

Salary: \$17.73 HR Open until filled 2023-22

GENERAL JOB DESCRIPTION:

To maintain the immediate security, care, and control of prisoners and the Ponca City jail structure.

KIDZONE/ROCKWALL WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$10.00 HR Open until filled 2023-21

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping and other related duties.

LIBRARY ASSISTANT

Salary: \$13.00 HR Open until filled 2023-26

GENERAL JOB DESCRIPTION:

This position works directly with the public at all the service desks. The Library Assistant greets library customers, performs circulation desk functions and general customer service as well as performing routine clerical activities and programming activities.

LIBRARY CLERK – PART-TIME

Salary: \$10.00 HR Open until filled 2022-43

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. The ability to be trained in the use of computers, printers, phones and databases is required. This position is cross trained at desks throughout the Library, but will primarily be providing children's services under the direction of the Youth Services Librarian.

LIFEGUARD – WENTZ & AMBUC POOLS

Salary: \$11.00 HR Open until filled 2023-11

GENERAL JOB DESCRIPTION:

Help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

MAINTENANCE WORKER I – STREET

Salary: \$15.76 HR Open until filled 2023-08

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled work in the construction, maintenance and related service activities in relation to the City streets.

MARLAND MANSION CUSTODIAN – PART-TIME

Salary: \$11.50 HR Open until filled 2023-18

GENERAL JOB DESCRIPTION:

Must be able to perform general custodial duties at the Mansion.

MEMBERSHIP SPECIALIST – REC PLEX

Salary: \$15.00 HR Open until filled 2023-23

GENERAL JOB DESCRIPTION:

Under the supervision of the Aquatics and Fitness Coordinator the Membership Specialist is responsible for the administration of the business operations of the RecPlex facility, including membership and program registration. The Membership Specialist must provide outstanding customer service and model that to hourly employees. The Membership Specialist is responsible for the member service program, to prospect for new members and service existing members, supervise member service representatives, and to promote a positive public image of the RecPlex within our community.

POOL MANAGER – PARKS AND RECREATION – SEASONAL

Salary: \$14.00 HR Open until filled 2023-17

GENERAL JOB DESCRIPTION:

The pool manager is held accountable for every aspect of the pool facility.

PRO SHOP ATTENDANT – LEW WENTZ GOLF COURSE – SEASONAL

Salary: \$10.00 HR Open until filled 2023-13

GENERAL JOB DESCRIPTION:

To wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

UTILITY BILLING CLERK I – CUSTOMER SERVICE

Salary: \$16.11 HR Open until filled 2023-25

GENERAL JOB DESCRIPTION:

To perform a variety of routine utility billing duties including cash register for utility payments and other city payments, providing administrative and clerical support, and inputting billing information; to provide customer service to the citizens of Ponca City and to perform a variety of technical tasks to assigned area of responsibility.

UTILITY BILLING CLERK I – CASHIER

Salary: \$15.61 HR Open until filled 2023-24

GENERAL JOB DESCRIPTION:

Performs a variety of routine utility billing duties including cash register for utility payments and other city payments, providing administrative and clerical support; to provide customer service to the citizens of Ponca City and to perform a variety of technical tasks accurately to assigned area of responsibility.

WASTEWATER TREATMENT PLANT OPERATOR

Salary: \$20.24-\$21.74 HR Open until filled 2023-19

GENERAL JOB DESCRIPTION:

To operate and maintain the City's water and wastewater treatment plant and pumping facilities; to clean and protect the downstream water for users; and to operate and maintain various pump equipment and production facilities in support of the City's water system.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

Alcoholics Anonymous	alcoholicsanonymous.com	580-765-8462
Alzheimers Association Helpline		800-272-3900
Butterfly Wings Pregnancy or Child Loss		580-762-9102
Center for Poison and Drug Information		800-222-1222
Cimarron Transit		580-718-0444
Club Monarch for Children Dealing with Loss		580-762-9102
Compassionate Listening		405-286-4057
Crisis Text Line (Counseling)		741741
Dearing House (Child Victims of Sexual Assault)		580-762-5266
Edwin Fair Community Mental Health Center		800-256-2476
Family Wise-Free Prescription Discount Card		580-765-2476
Friendship Bikes		580-762-4990
Friendship Feast (Meals)	210 N. 5 th Street	580-762-1667
Grand Lake Mental Health - Kay County Clinic		580-749-5056
Grandparents Raising Grandkids		580-762-9412
Heartline Information and Referral for Oklahoma		211
Kay County Health Department	433 Fairview Avenue	580-762-1641
Kay County Healthy Living Coalition/TSET Healthy Living Program		580-765-2476
Lew Wentz Golf Course	2928 LA Cann Drive	580-767-0433
Living Hope Pregnancy Center		580-765-9689
Meals on Wheels		580-767-9010
Mental Health Lifeline (replaces National Suicide Prevention Lifeline)		988
Missing and Exploited Children.....		800-843-5678
Missing and Murdered Indigenous People of Northern Oklahoma		580-304-2180
National Alliance on Mental Illness		800-950-6264
New Emergency Resource Agency	112 S. 1 st Street	580-765-5372
Noon Lions Vision Support Group		580-304-5689
Northern Oklahoma Youth Services		580-762-8341
Oklahoma Department of Human Services	801 W. Grand Avenue	580-763-6700
Oklahoma Domestic Abuse and Sexual Assault Safeline		800-522-SAFE
Oklahoma Problem Gambling Hotline		800-522-4700
Oklahoma Tobacco Hotline		800-784-8669
Oklahoma Youth Crisis and Runaway Hotline		800-448-4663
Osage Nation WIC		580-762-2845
Otoe Missouri WIC		877-692-6863
Pharmaceutical Take-Back	200 E. Oklahoma Avenue	580-767-0370
Ponca City RecPlex	1604 W. Grand Avenue	580-767-0430
Ponca City Senior Center	319 W. Grand Avenue	580-763-8051
Rx for Oklahoma-Prescription Assistance Program		580-765-9022 or 877-RX4-OKLA
Substance Abuse and Mental Health Services Administration		800-662-4357
The Mission (Meals)	909 E. South Avenue	580-765-1426
United Community Action Program	501 6 th Street, Pawnee	918-762-3041
United Way of Ponca City	205 N. 2 nd Street	580-765-2476
Veteran's Landing	114 N. 4 th Street	580-362-6375
Veterans Benefits		877-222-8387